

Guidance Document

SD All-Hazard Position Task Books

PURPOSE:

The purpose of the South Dakota All-Hazard Position Task Book guidance document is to describe and define the process of completing and certifying All Hazards Incident Management position task books. It establishes who will issue, complete, evaluate, and certify All Hazards Position Task Books.

ALL-HAZARD POSITION TASK BOOKS:

The Position Task Books (PTB) are designed to be used by the individual (trainee) interested in becoming certified under the National Incident Management System (NIMS). The position task books are intended to be used to document experiences that indicate successful completion of tasks specific to an Incident Command System (ICS) position. The performance requirements for each position are associated with core ICS competencies, behaviors, and tasks as established by Federal Emergency Management Agency (FEMA). These are the basis for the SD Task Books.

Personnel who are certified in an NWCG position guideline may retain that certification and carry it over into the South Dakota All-Hazards system; however, a South Dakota All Hazards PTB certification may not be carried over to meet the NWCG qualifications.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the "authority having jurisdiction" (of the trainee), that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks will normally require more than one training assignment and several different evaluators. Incidents lasting several days may involve multiple evaluators. Tasks may be evaluated on incidents, in a classroom simulation, in training, HSEEP compliant functional or full scale exercises, and in other work situations as long as there is a qualified evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action must be demonstrated before that task can be signed off.

RECOGNITION:

The South Dakota Office of Emergency Management recognizes the following position task books:

- Incident Commander

- Liaison Officer
- Safety Officer
- Public Information Officer
- Operations Section Chief
- Division Group Supervisor
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief
- Approved NWCG Task Books
- And any other FEMA approved and distributed All-Hazard Position Task Books

ISSUANCE:

The All-Hazards Position Task Books will be issued by the authorizing agency having jurisdiction (AHJ) or its authorizing agent (AA). The SDOEM Director or designee shall be notified upon the issuance of a task book. PTB's may be obtained by visiting the SDOEM website at www.oem.sd.gov.

TRACKING:

The All-Hazards PTB shall be tracked by the trainee and Authorizing Agency and upon completion, the Authorizing Agency having jurisdiction (AHJ) or its authorizing agent (AA), will sign the PTB as complete.

CERTIFICATION:

Once a Position Task Book is complete, the authorizing agency having jurisdiction (AHJ) and/or its authorizing agent (AA) is responsible for ensuring qualifications of their personnel based upon the requirements of this guide, as well as the team and agency specific requirements. A key component in the evaluation process is the subjective evaluation by the appropriate official of an individual's capability to perform in a position. Completion of required training and experience requirements alone does not guarantee that an individual is qualified to perform in a position.

The quality of experiences gained in a given position should be closely evaluated. The quality of the experience may relate to the size of the incident in terms of personnel and equipment, the number of assignments, or complexity of operations to include the different types of resources managed.

The authorizing agency having jurisdiction (AHJ) and/or its authorizing agent (AA) shall then notify the SDOEM Director/Designee that the position task book has been completed. The AHJ or AA is also responsible for submitting the credentials of the evaluators and final evaluator to SDOEM. SDOEM will then verify the credentials of evaluators signing off on tasks as well as the final evaluator before final recognition is completed. Upon official recognition by SDOEM, the position will be added to the credential card for the individual that completed the PTB.

All tasks must be completed within three years.

POSITION TASK BOOKS:

PTBs contain all critical tasks, which are required to perform the job. Subject matter experts have established the tasks in each PTB. PTBs are in a format that allows documentation of a trainee's ability to perform each task. Each Task Book outlines the various competencies and related behaviors which need to be completed/demonstrated through tasks in order to accomplish the various tasks outlined within each of the books. Competencies may include: Ensure completion of assigned actions to meet identified objectives, communicate effectively, lead assigned personnel, and assume position responsibilities. The competencies and related behaviors vary between the various Task Books. Each Task Book also outlines whether the individual task can be completed via a situation (classroom, incident, daily job training etc.), on scene of an incident, or by other means (rare event situations). There are other components of the incident qualification system. These include training courses, job aids, experience, and incident complexity. Each is described in more detail below.

Training Courses

Training courses provide the specific knowledge and skills required to perform tasks identified in the PTB. This provides a direct link between training and job performance. Required training has been held to the minimum required to provide for safe operations on incidents. Although most training courses are not "required," all courses are available and considered to be a primary means by which personnel can prepare for position performance evaluation.

Job Aids

Job Aids exist to facilitate development where there is no established training course and to provide a ready reference for performance on the job. Individuals must possess the knowledge and skills to perform job aid tasks.

Required Training/Prerequisite Experience

The process of demonstrating the abilities to perform the position is the completion of a position task book. Equivalent courses may be substituted, upon approval of the evaluator, for required courses when learning and performance objectives meet or exceed required course learning and performance objectives. Such as when offered by another organization under a different course name.

Additional Training

Additional training can support the development of knowledge and skills in support of a position. The knowledge and skills necessary for successful completions of the tasks in a PTB are provided in the identified courses, but may also be acquired in a variety of ways, including on-the-job training, work experience, and identified formal training as determined by one's own agency. It is the responsibility of the individual agency to ensure that each trainee has the opportunity to acquire and keep the knowledge and skills necessary for position performance.

Incident Complexity

There are many factors that determine incident complexity: size, location, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values to be protected, topography, agency policy, etc. Incident complexity is identified by Types 1-5. For example, a Type 5 incident is characterized by relatively few resources, is of short duration, and has few of the complicating factors identified above. A Type 1 incident on the other hand, has

large numbers of resources and many of the complicating factors identified above. The agency head, incident commander or designated representative must determine the complexity of an incident and assign qualified personnel as needed. In situations where multiple agencies and jurisdictions are involved, the determination of complexity and qualifications should be made jointly.

RESPONSIBILITIES :

1. The Authority Having Jurisdiction (AHJ):

- Select trainees based on the needs of their organization or to fulfill their obligations to contribute to Incident Management Teams or other Mutual Aid agreements.
- Notify SDOEM upon the issuance of an All-Hazards Position Task Book to the selected trainee.
- Provide opportunities for evaluation and/or making the trainee available for evaluation. It is recommended that more than one trainee assignment be experienced, to give the trainee a more all-around experience for the position being evaluated.
- Shall track the trainees initiated All-Hazards PTB.
- Shall ensure qualifications of their personnel based upon the requirements of this guide, as well as the team and agency specific requirements.
- Notify SDOEM of the completion of the All-Hazards PTB.

2. AHJ Authorized Agent (AA) or Training Officer:

- Providing the correct version of the PTB to the individual in order to document performance.
- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incidents or situations where the trainee may have evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, when the evaluation opportunity is within the AHJ's jurisdiction.
- Receiving and filing documentation from the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring documentation is proper and complete.
- Notify SDOEM of the completion of the All-Hazards PTB.

2. The Individual/Trainee is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals whenever an opportunity for evaluation is recognized.
- Providing background information to an evaluator.
- Assuring the evaluation record is complete.
- Completing all tasks for an assigned position within the timeframe allowed for that position. All tasks with an approval older than the allowed timeframe must be reevaluated.
- Notifying the AHJ/training officer when the PTB is completed, and obtaining a signature recommending certification.

- Retaining the original PTB and provide a copy of the PTB to the appropriate individual/department to obtain a qualification from your agency.

3. The **Evaluator(s)**:

- Being qualified, certified, and proficient in the evaluated position.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which tasks may be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing the completion of the task to indicate satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.
- Completing an Incident Personnel Performance Rating (ICS 225) form.

4. The **Final Evaluator**:

- Should be the agency executive.
- Reviewing the trainee's record to ensure completeness.
- Signing the verification statement on page 2 of the PTB when all tasks have been initialed.
- Ensuring all tasks have been completed within the three years prior to submission for final approval. Any tasks with an approval older than three years must be reevaluated and brought up to date.

Position Task Book Flow Diagram

